

## New

Ministry

Education

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Strat Initiatives&Res. Analyst

Requested Class

Job Focus

Policy

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

PSS, ESS, System Support and Polciy

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Manager (Zone 2)

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The System Support and Policy branch provides leadership to build system capacity to meet the needs of children and youth through cross-ministry and welcoming, caring, respectful and safe learning environment initiatives. This role analyzes programs and builds system capacity that promotes an inclusive education system for children and students.

#### Position Summary:

Reporting to the Safe Learning Environment Manager, the Strategic Initiatives and Research Analyst is central to building the education system's capacity to meet the social, emotional and mental health needs of children and youth to support their success and inclusion in school and wellbeing. The Analyst will provide strategic and research services on a range of complex issues that will contribute to developing and implementing cross-ministry strategic frameworks and operational plans that support building students' social-emotional competencies and creating welcoming, caring, respectful and safe learning environments. (Examples include: prevention of bullying, child abuse, family violence and human trafficking; youth suicide; mental health and addiction; fetal alcohol spectrum disorder; mentoring for vulnerable children and youth; diverse sexual orientations, gender identities, and gender expressions; poverty reduction; trauma-informed practices; and restorative practices.) The Analyst will provide comprehensive research services by analyzing diverse information to identify trends, capacity issues, gaps and opportunities to inform operational and strategic decisions of the branch, sector and department and develop briefings and

recommendations for the consideration of Ministry representatives.

This position functions as part of a highly collaborative team comprised of management, professional and administrative support staff and up to four interchanges in any given year. All work is guided by the Alberta Government core values of respect, integrity, accountability and excellence.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Support development, implementation and evaluation of cross-ministry strategic frameworks and operational plans.

Activities:

- Liaise with cross-ministry partners, coordinate meetings, virtual conferences, and support consultations with government and non-government stakeholder groups.
- Analyze education-related policy, supports and services, identifies gaps and recommends potential solutions.
- Establish strong working relationships with ministry and cross-ministry partners to ensure timely and accurate information flow.
- Participate on ministry and cross-ministry committees and working groups to develop to recommendations for senior decision-makers and implementation of decisions.
- Develop recommendations for ministry decision-makers regarding development or enhancement of programs and initiatives to support achievement of strategic framework outcomes.
- Support development of business cases and project plans to develop or enhance projects and initiatives.
- Confer with communications personnel and supports development of communication plans and activities.
- Develop evaluation and accountability measures.
- Support evaluation of proposals for cross-ministry partner's grant programs and initiatives.

2. Conduct analysis to support planning and development of initiatives and resources to build school authority capacity regarding creating welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

Activities:

- Conduct environmental scans and in-depth literature reviews to identify trends, emerging issues and relevant research with potential to impact student success in school.
- Research, analyze and evaluate data and information from diverse internal and external sources.
- Conduct research including data collection, statistical and qualitative analysis, and develop recommendations that identify alternate courses of action and associated implications of policy directions and initiatives.
- Develop performance indicators for use in accountability frameworks and resources to build the capacity of school authorities.
- Provide research support to co-workers with acquiring, interpreting and summarizing statistical and qualitative data.
- Plan, coordinate, write, design and edit strategic communications products including resources, reports, web content, promotional materials and presentations in order to build school authority capacity to create welcoming, caring, respectful and safe learning environments.
- Review in-circulation materials and webpages and develop recommendations for revision or removal.
- Support interchanges with research, analysis and transition planning to ensure continuity of supports on cross-min is try priorities/initiatives.

3. Support the work of the Branch and Sector in achieving mandates/goals.

Activities:

- Write and provide input into briefing notes, supporting documents, speaking notes, and responses to public inquiries and other communication materials.
- Maintain key messaging based on current research, ministry and cross-ministry goals and directions, and legislation and policy.
- Using information from a variety of sources, design and develop graphics, tables and charts to create visually connected materials to support the needs of the branch and sector.
- Collaborate/lead the ministry's youth in the workplace mentoring initiative.
- Participate in Ministry committees, teams and working groups, providing Branch/sector perspectives and

expertise.

- Collaborate with Branch/Sector staff to promote collaboration and ensure coordination and integration of activities
- Provide input to support continual improvement of Branch functions and maintain awareness of associated processes, tools and best practices that can be tailored to meet Branch/Sector requirements.

## Problem Solving

Typical problems solved:

The issues related to children, students and families involved in the education system are diverse, complex and politically sensitive, requiring the position to maintain a broad view of the roles played by all government partners and external stakeholders as well as ministry and government strategic priorities when providing analysis and recommendations. The Strategic Initiatives and Research Analyst must be able to integrate occasionally conflicting perspectives and priorities when providing advice, and developing reports and recommendations for the consideration of decision makers.

The Analyst works within the parameters of established legislation, frameworks, policies, plans and guidelines, with discretion and independence to exercise judgement and determine approaches to responsibilities.

This position provides data collection, analysis and reporting services that contribute to successful implementation of provincial programs, priorities and initiatives. This information is crucial to the Minister and the ministry in meeting goals, as well as determining gaps and opportunities.

The Analyst receives direction and guidance from the Manager who reviews work for the quality of analysis and advice, level of professional judgement demonstrated, effectiveness of working relationships established with partners and stakeholders and results achieved. The ability to prioritize, plan and coordinate assignments with tight and often concurrent timeframes is essential.

This position works in a complex, continually evolving, and action-oriented environment and is relied on to identify, collect, analyze and integrate diverse types of data to determine issues and trends, identify options and implications, and inform decisions regarding provincial programs, priorities and initiatives .. In addition, the Analyst supports development, implementation and evaluation of cross-ministry strategic frameworks as well as develops and designs strategic communication products.

This position displays considerable initiative, creativity, and judgement when identifying, developing and enhancing mechanisms to collect, integrate and evaluate data and in developing and designing resources and other communication products. The Analyst also researches good practises and potential directions for implementing provincial programs, priorities and initiatives.

This position exercises sound judgment when collecting and analyzing information; prioritizing project activities to meet deadlines and requirements; developing resources and other communication products and coordinating workflows with tight and often concurrent timelines.

Types of guidance available for problem solving:

Decisions outside established policies and guidelines or without clear precedent are discussed with the Manager, as are recommendations for major changes to reporting structures and planning and reporting business processes used by program areas. Matters with potential for significant impact on business operations or resource allocations are discussed with the Manager or Director. who is also available for assistance with highly sensitive or contentious situations.

Direct or indirect impacts of decisions:

The ability of this position to make decisions is critical. Decisions made impact the flow of work and directly impact students and school authorities.

## Key Relationships

Major stakeholders and purpose of interactions:

The Analyst has regular and ongoing contact with:

- branch colleagues to exchange information; provide updates, planning and project management; collect, maintain, and analyze data; develop summaries and recommendations; contribute to issues resolution; and collaborate on initiatives and projects; and identify opportunities for collaboration;
- sector, division, ministry and cross-ministry representatives to exchange information; resolve issues; clarify applicable policies, guidelines and processes; provide recommendations and advice; participate in working groups; and collaborate on initiatives.

•external consultants and contractors to exchange information and resolve issues relating to program operations and management.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Education	Other	

If other, specify:

Child/Youth Development; Social Services

Job-specific experience, technical competencies, certification and/or training:

The Strategic Initiatives and Research Analyst requires well developed:

- analytical and critical thinking skills, including the ability to understand complex issues, synthesize and analyze information obtained from varied sources, and develop solutions and recommendations for consideration by decision-makers;
- evaluation and systems thinking skills, including ability to recognize broader implications of data and information;
- interpersonal, consultation and relationship management skills, including the ability to build networks, influence others and work in cross-ministry teams;
- critical thinking skills, including ability and function at the strategic level;
- agility to adapt to changing circumstances particularly as it relates to the complexity in working on cross-ministry work and the dynamics in other ministries, stakeholders and school authorities;
  - interpersonal and consultation skills to achieve consensus and inspire cooperation and innovation within collaborative environments;
  - facilitation, consensus building and conflict management skills to resolve conflicts and facilitate decisions involving stakeholders and partners with varying and competing perspectives and priorities;
  - problem-solving and decision-making skills;
- written and verbal communication, including the ability to write robust resources to build system capacity to meet the social, emotional and mental health needs of children and youth to support their success and inclusion in school and wellbeing in school, develop reports for senior decision-makers, articulate complex issues with broad implications, and tailor messages to diverse audiences;
  - time management and organizational skills, including ability to prioritize workload, coordinate activities with concurrent and tight timelines, respond to demands of a dynamic environment, and adapt to shifting and multiple priorities;
- commitment to teamwork, innovation and continuous improvement.

The Analyst must be able to:

- provide strategic and research services on a range of complex issues to support development, implementation and evaluation of cross-ministry strategic frameworks and operational plans.
- identify and monitor emerging trends, issues and opportunities relating to responsibilities and develop appropriate responses and recommendations;
- write and design a various of strategic communications products
- function independently as well as contribute effectively within a team environment;
- consistently demonstrate initiative, professional judgement, political sensitivity and creativity; and
- demonstrate high level of self-management skills with strong results orientation.

Once in role, the Analyst is expected to develop knowledge of:

- ministry mandate, business plan, organizational structure, priorities and programs
- cross-ministry strategic frameworks I strategies that build system capacity to meet the social, emotional and mental health needs of children and youth to support their success and inclusion in school and wellbeing in school, health needs of children and youth to support their success and inclusion in school and wellbeing in school,
- sector and branch mandates, strategic priorities, programs and services
- current and emerging strategies used to implement provincial programs, priorities, and initiatives
- information gathering and evaluation approaches (e.g., literature reviews, data analysis, environmental scanning)

- the political environment in which the ministry operates and relevant decision-making processes
- client, partner and stakeholder groups impacted by the branch and sector mandate and programs
- applicable legislation, ministerial orders, and policies (e.g., Education Act; Standards for an Inclusive Education System; Professional Practice Standards; Freedom of Information and Protection of Privacy Act; Child, Youth and Family Enhancement Act; Protection of Children Abusing Drugs Act; Children First Act; Family and Community Support Services Act; Family Support for Children with Disabilities Act; Protection of Sexually Exploited Children Act)
- other documents that guide educational practices (e.g., Guide to Education; Funding Manual; Ministerial Order on Student Learning; Programs of Study); and data management and business productivity software (e.g., Microsoft Office including Access, Word1 PowerPoint1 and Excel); and various ministry information systems (e.g., Provincial Approach to Student Information (PASI), School Authority Database System (SADS)1 Business Intelligence (BI) Central and dashboards).

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	Support development, implementation and evaluation of cross-ministry strategic frameworks which align with and inform the business plans, priorities and policies across multiple ministries; recognize broader implications of data and information; and, develop research-informed resources to build system capacity which take in account complex social issues, emergent trends and demonstrate relevant to the Alberta context.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> <li>• Asks questions to understand a problem</li> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	Analyze policy, data and information from varied sources to develop solutions and recommendations regarding development or enhancement of programs and initiatives
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the	and dynamics across multiple ministries,

		<p>associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>community partners and school authorities; balancing and reconciling different, and at times competing, interests that can be politically sensitive.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>• Looks broadly to engage stakeholders</li> <li>• Open to perspectives towards long-term goals</li> <li>• Actively seeks input into change initiatives</li> <li>• Maintains stakeholder relationships</li> </ul>	<p>Establish strong working relationships in Education as well as in multiple other ministries; awareness of work underway across sector and other areas of ministry; results support work of others on team, within branch, and across sector</p>
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	<p>Represent the perspectives of the branch and sector on ministry and cross-ministry working goals for the purpose of contributing toward meeting branch and sector mandates and priorities</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Research, Planning and Policy Analyst 023PS68

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Supervisor / Manager Signature

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Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

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